

Wittenberg University Student Employment Performance Evaluation

Why should student employees receive performance evaluations?

Performance evaluations for student employees are an integral part to a student's individual and professional development at Wittenberg. Although performance evaluations are not mandatory, they serve as an important tool that assists student employees in further developing their skills by highlighting their strengths and constructively identifying areas for improvement.

General Tips on Providing Effective Evaluations

- **Student employee evaluations should not be the first time students receive feedback from their supervisors. Dialogue should occur on a regular basis.**
- During an evaluation meeting, employers should cite examples of where the student has done well and areas where improvement is needed. If criticism is made, it should be done so in a constructive and supportive manner.
- An evaluation should be on the whole performance period, rather than the student employee's most recent performance. Focusing on the overall working period will allow an employer to more effectively evaluate an employee's long-term track.
- Do not avoid a previous evaluation if available. Previous evaluations are a great place to start the discussion, as previous evaluations gauge an employee's improvements or drawbacks.
- Avoid focusing directly on an employee's personality. Instead, always emphasize behaviors or actions that represent the employee's personality. (For example, instead of commenting on the reliability of an employee, comment on what makes them reliable, such as their excellent attendance record, or ability to consistently complete all tasks within the assigned timeframe.)
- Avoid comparing one employee to another employee. This can cause unhealthy competition among co-workers.

Steps to Complete a Performance Evaluation

We encourage departments on campus to evaluate their student employee's mid-way through the academic year and again at the end of the spring semester. To most effectively complete a student employee evaluation, follow these steps:

1. Establish a schedule for student employee evaluations. A supervisor must not single out students; if you perform an evaluation on one student employee, you must perform for all.
2. Review the student employee's job description, including specific position responsibilities and requirements.

3. Using the template below, complete the paper evaluation form for a student employee. Note: If desired, a department may create their own template to ensure the form best represents departmental goals and an individual position's responsibilities.
4. Sit down with the student employee to review the completed evaluation form, constructively highlighting strengths and areas for improvement. Add additional written comments where necessary.
5. Discuss future performance goals and objectives. (see section below – Points of Discussion)
6. The supervisor and student should sign their name at the end of the form in agreement of topics discussed and future goals.
7. Retain a copy of the evaluation and give a copy of the evaluation to the student. Send a signed copy to Student Employment to retain in the student's file.
8. Follow up with the student 2-4 weeks post evaluation, if needed.

Points of Discussion

Although performance evaluations are a time for the supervisor to give the employee feedback, it should not be a one sided conversation. Discussion is necessary to motivate and encourage your student to continue to grow and develop. Engage your student in conversation by asking the following questions:

- What are you learning or do you hope to learn from this position?
- As your supervisor, what can I do to help you perform better?
- What are you learning in class that you can apply here at work?
- How does this job fit in with your academics or future career path?
- What do you like about this position?
- Is there anything you would like to see improve?
- What skills or training would you like to be provided in order to be more effective in your position?

The discussion that stems from these questions should help to develop performance goals and objectives for the future.

Employee Name	Employee ID Number	Date Completed
Job Title	Department	Evaluation Term
Supervisor Name	Supervisor Email	Supervisor Phone

Character	Exceptional	Satisfactory	Need Improvement	Unsatisfactory	Does Not Apply
Maintains positive, pleasant, interested, and enthusiastic attitude					
Shows initiative and does work on their own					
Is respectful of others					
Demonstrates professionalism					
Is a team player					

Additional Comments:

Interpersonal Skills	Exceptional	Satisfactory	Need Improvement	Unsatisfactory	Does Not Apply
Written communication skills					
Oral communication skills					
Works well with others					

Additional Comments:

Accountability & Responsibility	Exceptional	Satisfactory	Need Improvement	Unsatisfactory	Does Not Apply
Maintains a clean space					
Calls in when late and/or sick					

Attends all mandatory trainings and meetings					
Discusses any requested time off or schedule changes in a timely and respectful manner					
Consistently records time and submits timecards prior to deadline					
Adheres to office and University security policies					
Uses office equipment and supplies responsibly					
Punctual attendance					

Additional Comments:

Job Performance	Exceptional	Satisfactory	Need Improvement	Unsatisfactory	Does Not Apply
Demonstrates professionalism					
Produces desired amount of work in a timely manner					
Accurate, thorough, makes minimal errors and is quick to find and correct them.					
Attention to detail					
Organized					
Demonstrates increasing job knowledge					
Demonstrates exceptional customer service					
Excels as a peer supervisor					

Additional Comments:

Student Name

Student Signature

Date

Supervisor Name

Supervisor Signature

Date

